



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-1012	POSITION TITLE: Legislative Director
OPENING DATE: 10/12/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$90,000 - \$115,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Matthew Frumin
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Councilmember Matt Frumin seeks to hire a Legislative Director to provide legislative advice in support of the formulation and execution of the Councilmember's overall legislative agenda. Responsibilities include reviewing and drafting legislation, tracking legislation and developments within assigned issue areas, and preparing for and staffing the Councilmember at public hearings and legislative meetings. Councilmember Frumin currently services on the committees on Executive Administration and Labor, Facilities and Family Services, Hospital and Health Equity, Housing, and Transportation and the Environment, as well as the Committee of the Whole. All staff engage with constituents and represent the office at meetings and events across the District.

DUTIES AND RESPONSIBILITIES

- Serves as the resident legislative expert on the legislative history of programs, functions, and activities for a wide range of departments, agencies, offices in the District of Columbia government.
- Engages in policy research to inform the Councilmember's legislative, oversight, and budget functions.
- Writes legislative text, amendments, and public hearing questions, opening statements, and presentation and discussion points for legislative and Committee meetings.
- Monitors legislation and issues pending in the Council and advises the Councilmember about the same.

- Consults with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation.
- Analyzes and reviews proposed operating and capital budgets and other financial information associated with a variety of departments, agencies, offices, or programs.
- Responds to oral and/or written inquiries from the general public, business leaders, and/or advocacy groups related to legislative matters.
- Provides mentoring and oversight of legislative staff and interns.

SKILLS AND QUALIFICATIONS:

- J.D. required.
- One (1) to two (2) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy. Housing policy experience preferred, but not required.
- Prior experience mentoring or managing staff preferred.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

COMPETENCIES REQUIRED:

- Technical Knowledge in the legislative process and in public policy analysis.
- Adaptability: Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Applies strong organizational skills to independently multitask and maintain productivity across multiple legislative issue areas and priorities.
- Accountability: Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise. Meets assigned deadlines.
- Communications: Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear concise, organized, and convincing manner for the intended audience. Effectively conveys complex legal and/or legislative issues in plain language for diverse audiences.
- Judgement: Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before deciding.
- Organizing Work: Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.

PERFORMANCE ENVIRONMENT

Incumbents of this position will be required to work in a high paced, team environment that can at times be stressful with minimal supervision. Occasional evening and weekend availability is required. All work is performed in an office setting. Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a

leave policy and overall culture to minimize the potential for burnout, or to identify and correct for it when it may arise. Performance expectations will be developed with the Chief of Staff and Councilmember.

HOW TO APPLY

Qualified candidates should submit a cover letter, resume, and three professional references to Chief of Staff Leigh Catherine Miles lcsmiles@dccouncil.gov. Please include "Legislative Director" in the subject line.

NO PHONE CALLS, please. Applicants will only be notified if granted an interview.

DOMICILE REQUIREMENT

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of their appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment.

SALARY AND BENEFITS

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3% employer match and a 5% entirely employer funded contribution; 13 to 26 days of annual leave, (based on years of employment); 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION